

Functional Classification Guidelines

Highway System Engineering

Changes to functional classification maps must be consistent with the requirements of the Highway Functional Classification Concepts, Criteria and Procedures Manual published by the Federal Highway Administration (FHWA) in March of 1989 (available on this website).

Changes to Functional Classification are initiated as follows:

- **City streets and County roads** - Incorporated cities and counties are responsible for initiating requests for changes to the functional classification of roads under their jurisdiction.
- **State highways** - Caltrans districts are responsible for initiating requests to change the functional classification of state highways.
- **Other roads** - Changes to functional classification of other roads (i.e. Forest Service roads, State Park roads, Indian Reservation roads, etc.) must be initiated by the agency that has jurisdiction over those roads.

Roads with multiple jurisdictions - The agency initiating the request, must notify the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) for concurrence. MPO/RTPA concurrence is required for all functional classification changes. When a MPO/RTPA agrees with the changes, they will provide a letter of concurrence. Similarly, if a MPO/RTPA initiates a change in the functional classification of a public road, it must have the concurrence of the appropriate local jurisdiction.

Roads Split by Boundary Lines - The requesting jurisdiction is expected to coordinate with its neighboring jurisdiction when requesting a change in functional classification of a roadway crossing its limits. For example, it is important for the functional classification to be consistent where a road segment passes from one jurisdiction boundary into another jurisdiction.

Percentage of Mileage - When requesting a change of functional classification, please reference Highway Functional Classification Concepts, Criteria and Procedures Manual published by the Federal Highway Administration (FHWA) in March of 1989 (available on this website). The percentage of mileage of the functional system for the jurisdiction must be within the range specified by FHWA as mentioned in the manual in Table II-2 and II-3.

Step 1. The city, county or other jurisdiction initiating the request completes the "Functional Classification Change Request Form" (available on this website). The request must be consistent with FHWA's criteria. The jurisdiction initiating the request submits the following documents to the Caltrans district coordinator:

- "Functional Classification Change Request Form" (in electronic format)
- Copy of City/County resolution
- MPO/RTPA concurrence letter
- Marked-up CRS Map showing changes

Step 2. The Caltrans district coordinator writes an independent recommendation or concurrence letter based on local knowledge of the area to verify that the FHWA criteria have been met. The district coordinator may request the local agency to provide justification for the functional classification changes. The district coordinator submits the following documents to Caltrans headquarters:

- "Functional Classification Change Request Form" (in electronic format)
- Copy of City/County resolution
- MPO/RTPA concurrence letter
- Marked-up CRS Map showing changes
- Caltrans district approval/concurrence letter

Step 3. Caltrans headquarters confirms that all attachments are complete and reviews the proposal to ensure that FHWA guidelines have been followed. Headquarters also inputs the request into the tracking log which can be viewed on this website. After headquarters makes changes to the specific California Road System (CRS Map), two copies of the CRS map are submitted to FHWA for approval.

Step 4. FHWA returns one original signed CRS map to Caltrans Headquarters. Only after FHWA approves the proposed changes by stamping and signing the CRS map, the changes are in effect. Submitting the required documentation to Caltrans or a city/county resolution does not constitute approval.

Step 5. Caltrans Headquarters retains the original signed CRS map as a legal document. Headquarters mails two copies of the CRS map to the District with copies of the request form. Headquarters posts the updated CRS Map (PDF format) on Caltrans website.
(http://onramp/hq/gis/Gsc/mapping/crs/CRS_Disclaimer.htm).

Step 6. Updates are given to the Highway Inventory and Performance Branch to update the Highway Performance Monitoring System (HPMS). The data will then be sent to the FHWA to determine federal funding.

Maintained Mileage Report -

Once a year the local agencies submit the Maintained Mileage Report to the district coordinator who reviews and forwards the information to Highway Inventory and Performance Branch at Caltrans headquarters. The Maintained Mileage Report should accurately summarize the existing functional classified roads as shown on the CRS maps. If there is a discrepancy between the Maintained Mileage Report and the CRS maps, the CRS maps take precedence. The Maintained Mileage Report from the local agencies should **not** include requests to change functional classification. The local agencies may submit their "Functional Classification Change Request Form" to the District coordinator on a continuous-year-around-basis. Only after FHWA approves the proposed changes by stamping and signing the CRS map, the changes are in effect. Submitting the required documentation to Caltrans or a city/county resolution does not constitute approval. After the information is summarized and reviewed, it is sent to FHWA to determine federal funding.